

Cannon Falls Library Board
Agenda
Monday December 9, 2013
6:00 pm
at
the Library.

- 1) Approval of Agenda
- 2) Consent Agenda
 - a. November Minutes
 - b. Director's Report
 - c. October Financials
- 3) Board Business
 - a. Workforce Development Employee
 - b. Justin's Evaluation
- 4) Adjournment

Next meeting
January 13, 2013
6:00 pm

November 12, 2013
Cannon Falls Library Board Meeting Minutes

Present: Justin Padgett, Jason Ochocki, Carol Price, Mary Harkins, Nancy Tietz, Cathy Gallups

Meeting was called to order at 6:02 p.m.

Carol Price made a motion to approve the Agenda; Cathy Gallups seconded; motion passed.

Mary Harkins asked to move the Financials to Business.

Carol Price made a motion to approve the amended Consent Agenda; Nancy Tietz seconded; motion passed.

BUSINESS

Financials

At first glance, some of the items seemed in serious excess of what was budgeted. The move into the new library building had many unknowns for the cost of heating, cooling, lighting, etc. The City is aware that various account items are either way over or way under what was appropriated. Justin continues to track expenditures to get a clearer idea as to what should be budgeted for the new building in the next fiscal year. The high overrun in Furniture was funded by money set aside in 2012 and targeted for furnishing the new building.

Mary Harkins made a motion to accept the September financials; Carol Price seconded; motion passed.

Holiday Hours

Justin suggested that the Library be closed on Christmas Eve Day (non-paid staff day), Christmas Day, New Year's Eve Day (non-paid staff day), and New Year's Day.

Mary Harkins made a motion to accept the closings as listed; Nancy Teitz seconded;

After some discussion, Carol Price made a motion that the Staff be allowed to decide whether they'd like to be closed on New Year's Eve Day; Cathy Gallups seconded; motion passed.

SELCO/SELS Report

Carol Price attended the SELCO/SELS meeting. Some of the topics they covered were:

1. Overpricing of digital books to libraries
2. Technology upgrade delays and incompatibilities
3. Yarn Bombing

Library Director Evaluation

The Board met in a closed session to discuss the library director's evaluation. Computer problems left some of the data questionable. Hard copies of the evaluation will be available at the Library and members are asked to fill out and turn in the paper copy. Jason will re-tabulate. Mary Harkins made a motion to table the evaluation until the next meeting; Carol Price seconded; motion passed.

Other Mentions

Next month, Carol Price will be retiring from the CF Library Board after six years of service. Her wisdom and experience will be greatly missed. The Board continues to search for new members from both the City and rural Goodhue County.

Anyone wishing to make a donation for past-Board member, Naomi Estes-Tullo, who lost her mother this past week, may leave it with Justin or there will be an envelope behind the circulation desk.

Next meeting: next Board meeting will be held on Monday December 9, 2013.

At 7:00 p.m., Cathy Gallups made a motion to adjourn, seconded by Nancy Tietz; motion passed.

Respectfully submitted,

Mary Harkins

11/08/13
09:28:55

CITY OF CANNON FALLS, MN
Revenue Budget vs. Actual Query
For the Accounting Period: 10 / 13

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Report ID: B110A

Funds 211- 211

% of Revenue

Fund	Account	Current Month	Received YTD	Estimated Revenue	Revenue	Received
					To Be Received	%
211 LIBRARY FUND						
310100	CURRENT AD VALOREM TAX	0.00	140,419.50	280,839.00	140,419.50	50 %
337200	GOODHUE COUNTY FUNDS	0.00	52,389.73	105,216.00	52,826.27	50 %
341500	SALE OF MAPS AND PUBLICATIONS	87.15	828.55	750.00	-78.55	110 %
347600	LIBRARY FACILITY FEES	-1.50	23.50	100.00	76.50	24 %
351300	LIBRARY FINES	497.59	4,264.00	9,100.00	4,836.00	47 %
367020	DONATIONS-LIBRARY	300.00	450.00	1,000.00	550.00	45 %
Fund Total:		883.24	198,375.28	397,005.00	198,629.72	50 %
Grand Total:		883.24	198,375.28	397,005.00	198,629.72	50 %

11/08/13
09:29:56

CITY OF CANNON FALLS, MN
Expenditure Budget vs. Actual Query
For the Accounting Period: 10 / 13

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Report ID: B100A

Funds 211- 211

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
211 LIBRARY FUND							
455100 LIBRARY							
1010	FULL TIME WAGES	11,803.85	81,202.01	93,200.00	93,200.00	11,997.99	87 %
1020	FULL TIME OVERTIME WAGES	0.00	8.03	0.00	0.00	-8.03	*** %
1030	PART TIME WAGES	14,511.93	100,061.63	120,000.00	120,000.00	19,938.37	83 %
1120	SICK PAY	282.65	2,670.84	7,100.00	7,100.00	4,429.16	38 %
1130	VACATION PAY	1,761.01	9,325.42	15,000.00	15,000.00	5,674.58	62 %
1140	HOLIDAY PAY	0.00	5,478.34	10,200.00	10,200.00	4,721.66	54 %
1210	PERA	1,971.40	14,189.71	17,800.00	17,800.00	3,610.29	80 %
1220	FICA	2,124.67	15,156.36	18,800.00	18,800.00	3,643.64	81 %
1310	INSURANCE-HEALTH, LIFE, ETC	1,122.70	11,227.00	17,600.00	17,600.00	6,373.00	64 %
1510	WORKMANS COMPENSATION	0.00	1,684.00	2,000.00	2,000.00	316.00	84 %
2010	OFFICE SUPPLIES	571.17	5,064.64	6,000.00	6,000.00	935.36	84 %
2110	CLEANING	35.56	785.43	1,000.00	1,000.00	214.57	79 %
2230	BUILDING REPAIR AND SUPPLIES	104.44	518.77	300.00	300.00	-218.77	173 %
3090	DATA PROCESSING	0.00	1,080.00	300.00	300.00	-780.00	360 %
3130	CLEANING SERVICES	0.00	0.00	800.00	800.00	800.00	0 %
3210	TELEPHONE	221.99	2,211.21	1,300.00	1,300.00	-911.21	170 %
3220	POSTAGE	104.31	1,514.72	2,000.00	2,000.00	485.28	76 %
3310	TRAVEL & TRAINING	0.00	25.00	400.00	400.00	375.00	6 %
3610	INSURANCE	0.00	3,411.00	1,900.00	1,900.00	-1,511.00	180 %
3810	ELECTRIC UTILITIES	1,758.88	7,331.10	4,000.00	4,000.00	-3,331.10	183 %
3830	GAS UTILITIES	51.98	3,392.38	2,500.00	2,500.00	-892.38	136 %
3890	OTHER UTILITIES	72.15	715.57	900.00	900.00	184.43	80 %
4010	BUILDING REPAIR AND SERVICES	0.00	2,928.66	2,000.00	2,000.00	-928.66	146 %
4040	EQUIPMENT REPAIR AND SERVICES	74.07	2,457.19	2,000.00	2,000.00	-457.19	123 %
4092	SELCO SERVICE CONTRACT	1,932.84	10,429.20	11,805.00	11,805.00	1,375.80	88 %
4093	CATALOGING	0.00	105.29	200.00	200.00	94.71	53 %
4120	BUILDING RENTAL EXPENSE	1,250.00	12,500.00	15,000.00	15,000.00	2,500.00	83 %
4330	DUES AND SUBSCRIPTIONS	0.00	10.00	100.00	100.00	90.00	10 %
4390	OTHER CHARGES	116.89	2,405.70	300.00	300.00	-2,105.70	802 %
4391	PERIODICALS	-89.74	2,853.69	2,000.00	2,000.00	-853.69	143 %
4392	AUDIO/VISUAL	400.66	2,491.70	5,000.00	5,000.00	2,508.30	50 %
4393	PROGRAMS	497.23	1,719.32	5,200.00	5,200.00	3,480.68	33 %
5600	FURNITURE/OFFICE EQUIP	96.35	50,822.31	6,300.00	6,300.00	-44,522.31	807 %
5900	BOOKS	2,061.59	15,325.41	24,000.00	24,000.00	8,674.59	64 %
Account Total:		42,838.58	371,101.63	397,005.00	397,005.00	25,903.37	93 %
Fund Total:		42,838.58	371,101.63	397,005.00	397,005.00	25,903.37	93 %
Grand Total:		42,838.58	371,101.63	397,005.00	397,005.00	25,903.37	93 %

11/08/13
09:30:44

CITY OF CANNON FALLS, MN
Detail Ledger Query
For the Accounting Periods: 10/13 - 10/13

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Report ID: L091

Funds 211- 211, Accounts 300000-999999

Fund/Account/ Doc/Line #				Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
211 LIBRARY FUND									
341500 SALE OF MAPS AND PUBLICATIONS									
JV	3655	6	STATE-COPIES SALES TAX			10/13	6.48		
RV	1033	2	LIBRARY-COPIES			10/13		93.63	
Account Total:						741.40 CR	6.48	93.63	828.55 CR
347600 LIBRARY FACILITY FEES									
JV	3655	7	STATE-FACILITY FEE TAX			10/13	1.50		
Account Total:						25.00 CR	1.50		23.50 CR
351300 LIBRARY FINES									
RV	1032	1	SELCO-E-COMMERCE FINES			10/13		107.22	
RV	1033	1	LIBRARY-FINES			10/13		390.37	
Account Total:						3,766.41 CR		497.59	4,264.00 CR
367020 DONATIONS-LIBRARY									
RV	1028	2	B GRIGGS-CONT H GRIGGS ART PRO			10/13		300.00	
Account Total:						150.00 CR		300.00	450.00 CR
455100 LIBRARY									
1010 FULL TIME WAGES									
PR	131000	74	Payroll Expenditure			10/13	3,801.70		
PR	131001	71	Payroll Expenditure			10/13	3,863.48		
PR	131002	73	Payroll Expenditure			10/13	4,138.67		
Object Total:						69,398.16 DB	11,803.85		81,202.01 DB
1030 PART TIME WAGES									
PR	131000	75	Payroll Expenditure			10/13	4,936.94		
PR	131001	72	Payroll Expenditure			10/13	4,930.85		
PR	131002	74	Payroll Expenditure			10/13	4,644.14		
Object Total:						85,549.70 DB	14,511.93		100,061.63 DB
1120 SICK PAY									
PR	131001	73	Payroll Expenditure			10/13	282.65		
Object Total:						2,388.19 DB	282.65		2,670.84 DB
1130 VACATION PAY									
PR	131000	76	Payroll Expenditure			10/13	787.80		
PR	131001	74	Payroll Expenditure			10/13	406.79		
PR	131002	75	Payroll Expenditure			10/13	566.42		
Object Total:						7,564.41 DB	1,761.01		9,325.42 DB
1210 PERA									
PR	131000	77	Employer Contributions			10/13	668.49		
PR	131001	75	Employer Contributions			10/13	654.72		
PR	131002	76	Employer Contributions			10/13	648.19		
Object Total:						12,218.31 DB	1,971.40		14,189.71 DB

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Funds 211- 211, Accounts 300000-999999

Fund/Account/ Doc/Line #		Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
211 LIBRARY FUND							
455100 LIBRARY							
1220 FICA							
PR 131000	78	Employer Contributions		10/13	708.88		
PR 131001	76	Employer Contributions		10/13	705.61		
PR 131002	77	Employer Contributions		10/13	710.18		
Object Total:				13,031.69 DB	2,124.67		15,156.36 DB
1310 INSURANCE-HEALTH, LIFE, ETC							
JV 3659	8	HEALTH INS		10/13	1,122.70		
Object Total:				10,104.30 DB	1,122.70		11,227.00 DB
2010 OFFICE SUPPLIES							
CL 27527	3	Reimb-Cups, Canned Air	HOLMES-HELGREN HEIDI	10/13	31.04		
CL 27557	4	Distilled Water	ECONOFOODS	10/13	11.40		
CL 27562	1	938388 Calendar	SCHMIDT-GOODMAN OFC PROD	10/13	18.59		
CL 27639	1	5108271 Bookmarks, Posters	DEMCO	10/13	75.16		
CL 27640	1	2855417 Die Cut-Paw	ELLISON EDUCATIONAL EQUIPM	10/13	41.00		
CL 27658	1	6598155990 Erasers, Can Covers	ORIENTAL TRADING CO INC	10/13	82.00		
CL 27661	1	940377 Construction Paper	SCHMIDT-GOODMAN OFC PROD	10/13	20.14		
CL 27661	2	9403771 Construction Paper	SCHMIDT-GOODMAN OFC PROD	10/13	1.89		
CL 27673	1	178142 Compound Polish, Solutio	RESEARCH TECHNOLOGY INTERN	10/13	289.95		
Object Total:				4,493.47 DB	571.17		5,064.64 DB
2110 CLEANING							
CL 27576	2	6214 Polish, Pledge, Bowl Cle	PX PRODUCTS CO.	10/13	14.66		
CL 27722	2	6309 Toilet Tissue, Big Roll	PX PRODUCTS CO.	10/13	20.90		
Object Total:				749.87 DB	35.56		785.43 DB
2230 BUILDING REPAIR AND SUPPLIES							
CL 27635	17	6258 Paint	ALTHOFF'S OUR OWN HDWE	10/13	10.99		
CL 27740	20	33927 Enamel Oil, Scraper, Bru	D&G ACE CANNON FALLS	10/13	53.92		
CL 27740	25	34147 Flexogen Hose	D&G ACE CANNON FALLS	10/13	39.53		
Object Total:				414.33 DB	104.44		518.77 DB
3210 TELEPHONE							
CL 27526	13	September Svces-Library	FRONTIER COMMUNICATIONS	10/13	221.99		
Object Total:				1,989.22 DB	221.99		2,211.21 DB
3220 POSTAGE							
CL 27578	2	37966 Mailers	SOUTHEASTERN LIBRARIES COO	10/13	9.46		
CL 27578	3	37966 Postage on Mailers	SOUTHEASTERN LIBRARIES COO	10/13	39.56		
CL 27660	2	38104 Mailers	SOUTHEASTERN LIBRARIES COO	10/13	10.67		
CL 27660	3	38104 Postage On Mailers	SOUTHEASTERN LIBRARIES COO	10/13	44.62		
Object Total:				1,410.41 DB	104.31		1,514.72 DB
3810 ELECTRIC UTILITIES							
CL 27530	1	Sept Svces-Library	XCEL ENERGY	10/13	1,008.13		
CL 27628	7	October Svces-Library	XCEL ENERGY	10/13	750.75		
Object Total:				5,572.22 DB	1,758.88		7,331.10 DB
3830 GAS UTILITIES							
CL 27615	1	Sept Svces-Library	MINNESOTA ENERGY RESOURCES	10/13	51.98		
Object Total:				3,340.40 DB	51.98		3,392.38 DB
3890 OTHER UTILITIES							
CL 27545	6	Svces-Library	CITY OF CANNON FALLS	10/13	42.14		
CL 27691	3	October Svces-Library	GIBSON SANITATION LLC	10/13	30.01		
Object Total:				643.42 DB	72.15		715.57 DB

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211 LIBRARY FUND									
455100 LIBRARY									
4040 EQUIPMENT REPAIR AND SERVICES									
CL	27594	1	555294	September Copier Mainten	METRO SALES INC	10/13	74.07		
Object Total:						2,383.12 DB	74.07		2,457.19 DB
4092 SELCO SERVICE CONTRACT									
CL	27578	1	37966	Basic Services Fee	SOUTHEASTERN LIBRARIES COO	10/13	881.00		
CL	27578	4	37966	PC Support	SOUTHEASTERN LIBRARIES COO	10/13	85.42		
CL	27660	1	38104	Basic Services Fee	SOUTHEASTERN LIBRARIES COO	10/13	881.00		
CL	27660	4	38104	PC Support	SOUTHEASTERN LIBRARIES COO	10/13	85.42		
Object Total:						8,496.36 DB	1,932.84		10,429.20 DB
4120 BUILDING RENTAL EXPENSE									
JV	3653	1		LIBRARY RENTAL-OCTOBER		10/13	1,250.00		
Object Total:						11,250.00 DB	1,250.00		12,500.00 DB
4390 OTHER CHARGES									
CL	27567	1	80526	Vinyl Lettering	WRITE ON	10/13	95.00		
CL	27740	26	34152	Fert Spike, Edging, Tree	D&G ACE CANNON FALLS	10/13	29.89		
CL	27740	27	34155	Return Edging	D&G ACE CANNON FALLS	10/13		8.00	
Object Total:						2,288.81 DB	124.89	8.00	2,405.70 DB
4391 PERIODICALS									
CL	27317	1		3 Year Subscription	HORSE & RIDER	10/13		134.69	
CL	27528	1		3 Year Subscription	HORSE & RIDER	10/13	44.95		
Object Total:						2,943.43 DB	44.95	134.69	2,853.69 DB
4392 AUDIO/VISUAL									
CL	27622	2		Reimb-Videos	HOLMES-HELGREN HEIDI	10/13	18.75		
CL	27663	1		Audio/Visual	AMAZON	10/13	381.91		
Object Total:						2,091.04 DB	400.66		2,491.70 DB
4393 PROGRAMS									
CL	27527	1		Reimb-Halloween Candy	HOLMES-HELGREN HEIDI	10/13	29.98		
CL	27527	2		Reimb-Halloween Candy	HOLMES-HELGREN HEIDI	10/13	14.99		
CL	27557	5		Storage Bags	ECONOFOODS	10/13	5.67		
CL	27559	1		Library Performance Agreement	JORGENSEN WAYNE	10/13	125.00		
CL	27622	1		Reimb-Crepe Streamers	HOLMES-HELGREN HEIDI	10/13	9.54		
CL	27644	1	659731009	Supplies-Hannah Griggs P	ORIENTAL TRADING CO INC	10/13	179.44		
CL	27644	2	659731484	Supplies-Hannah Griggs P	ORIENTAL TRADING CO INC	10/13	70.91		
CL	27646	1	3119248	Supplies-Hannah Griggs P	RHODE ISLAND NOVELTY	10/13	61.70		
Object Total:						1,222.09 DB	497.23		1,719.32 DB
5600 FURNITURE/OFFICE EQUIP									
CL	27653	1		Reimb-6 Chairs-Costco	HOLMES-HELGREN HEIDI	10/13	96.35		
Object Total:						50,725.96 DB	96.35		50,822.31 DB
5900 BOOKS									
CL	27564	1	38042	Book	SOUTHEASTERN LIBRARIES COO	10/13	36.00		
CL	27629	1		Books	BAKER & TAYLOR ENTERTAINME	10/13	804.30		
CL	27629	2		Books	BAKER & TAYLOR ENTERTAINME	10/13	834.14		
CL	27642	1	288843	Books	MIDAMERICA BOOKS	10/13	246.79		
CL	27642	2	292725	Books	MIDAMERICA BOOKS	10/13	140.36		
Object Total:						13,263.82 DB	2,061.59		15,325.41 DB
Account Total:						313,532.73 DB	42,981.27	142.69	356,371.31 DB
Fund Total:							42,989.25	1,033.91	

Grand Total:

42,989.25

1,033.91

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

INTRODUCTION

Welcome to the Senior Community Services Employment Program (SCSEP). SCSEP is funded under the Title V, Older Americans Act and administered by the U.S. Department of Labor. SCSEP has been successful in providing training and career opportunities to individuals 55 years of age or older by enhancing their chances of entering a very competitive job market.

SCSEP PRIMARY GOALS

- a. To improve the social and economic condition of older Americans by providing employment and training opportunities that may lead to unsubsidized jobs.
- b. To increase the capacity of public or non-profit employers who provide services to the community.

SCSEP IN SOUTHEAST MINNESOTA

Workforce Development Inc. (WDI) operates the SCSEP program in a three county area: Goodhue, Rice, and Wabasha. To be eligible for participation, individuals must be a minimum of fifty-five years of age, meet income guidelines, and live in the three county area. Some exclusions apply when determining eligibility.

WDI staff is responsible for establishing eligibility and completing the necessary paperwork to ensure a successful placement that is consistent with the enrollee's ability and interests. Sample community training sites include: schools, libraries, hospitals, senior centers, literacy projects, nutrition programs, energy assistance programs, day-care centers, conservation projects, etc.

HOST SITE PRIMARY RESPONSIBILITIES

- a. Provide a job description that meets the need of the enrollee and host site agency.
- b. Assign a supervisor to the enrollee. This person provides orientation to the worksite, on the job training of assigned duties, and guidance for the enrollee.
- c. The supervisor and enrollee complete and sign the timesheet bi-weekly; fax to WDI office.
- d. The worksite agrees not to displace an employee currently on the payroll in order to provide a slot for a SCSEP enrollee.

ENROLLEE'S PRIMARY RESPONSIBILITIES

- a. Work the scheduled hours.
- b. Develop and maintain good communication and rapport with your supervisor.
- c. Feel confident in making suggestions or recommendations to your supervisor in reference to your job.
- d. Complete and sign timesheet every other week.
- e. Take advantage of additional training whenever possible to increase level of employability.

HOURS

SCSEP pays for limited hours of work per week. Individual schedules may vary depending on both the enrollee and worksite needs. If necessary, hours worked per week can be reduced or increased to accommodate time off or busy times at the worksite. If the change in hours is sporadic, it is not necessary to contact the Program Director; however, if consistent, the Program Director must be contacted. Depending on program funding, requests to increase the hours per week to accommodate the worksite and enrollee may be considered with approval of the Program Director. Enrollees cannot exceed 1300 hours worked in one program year.

TRAINING

At times, enrollees may have the opportunity to participate in work related training, conferences, or community education classes away from the worksite. Hours spent participating in the training are paid at the regular wage and can be paid over and above the hours per week allotted to the enrollee, but must remain within a range of 40 hours per pay period for work and training combined. Training fees, up to \$500, can be paid by WDI and must be approved by submitting the course description and requested fee for pre-authorization **before** the start date. Training hours shall not exceed 150 hours in a program year.

WAGES

All enrollees are employees of WDI and are paid through the agency payroll system. Wages are determined at a rate no less than the highest applicable rate: (1) minimum wage determined by the Fair Labor Standards Act; (current minimum wage is \$7.25/hour) or (2) the minimum wage for the most comparable covered employment. Timesheets are kept at the worksite to be completed, signed, then faxed as directed. Checks are deposited into the enrollee's checking or savings account through direct deposit. The enrollee's notice of deposit will be mailed to their home address. Questions concerning your payroll should be directed to the Accounting Department at Workforce Development, Inc, (507) 292-5191.

MILEAGE

Mileage is an allowable expense only in special circumstances, related to job specific duties, must be preapproved, and is reimbursed at the federal mileage rate. Requests for mileage reimbursement are to be submitted with timesheets, for payment with the next corresponding pay period.

INSURANCE

Worker's Compensation for enrollees is covered by WDI. Any injuries sustained on the job must be immediately reported to the Program Director. No other form of insurance coverage will be issued.

HOLIDAYS/ SICK DAYS/ VACATION

Federal holidays can be considered a paid work day when consistent with the designated holidays of the worksite agency. These will be paid days ONLY if they fall on a day the SCSEP participant is normally scheduled to work. There is no additional vacation or sick leave compensation, but if approved, alternative days can be used to make up time missed.

TIMESHEETS

The enrollee and supervisor complete the timesheets, which are submitted every two weeks. Signatures are required before timesheet can be processed. Timesheets are to be faxed by the Monday of payroll week.

MEDICAL/DENTAL ALLOTMENT

As a benefit of the SCSEP program, participants are offered the opportunity to have up to \$175.00 (one hundred and seventy-five dollars) to go toward payment of personal medical or dental bills. A bill must be submitted to WDI, and benefit will be paid by WDI directly to your health or dental provider. Participation in this benefit is completely voluntary.

WAGE EXEMPTIONS

Wages paid through SCSEP are subsidized under Title V of the Older Americans Act, and are exempt when considering income for services such as food stamps and subsidized rent programs. Please let your counselor know if you need a letter to verify your participation in the SCSEP program.

POLITICAL ACTIVITY

SCSEP employees may not use their position as agency employees to further a political candidacy for themselves or any individual, but as citizens may engage in activities outside of working hours.

GRIEVANCE PROCEDURE

When there is a grievance by the enrollee or their supervisor the following steps will be conducted:

- a. Enrollee and worksite supervisor will take measures to resolve the issue at the site.
- b. If the problem is not resolved, the Senior Programs Coordinator will consult with both the enrollee and worksite supervisor. Every attempt will be made at the supervisory level to resolve the conflict.
- c. Evaluations and assessments will be completed. If needed, place the enrollee in a different worksite.
- d. If not resolved, the enrollee has the right to write a formal complaint to the Compliance Officer,
Lynda Hyberger, of Workforce Development, Inc, 1302 Seventh Street NW, Rochester, MN 55901.

WDI staff will provide information on this process.

- e. Any further complaint action can be made to the director of the Civil Rights Center, Us Dept. of Labor, 200 Constitution Ave. NW, Room N-4123, Washington, D.C. 20210

A TITLE V ENROLLEE HAS A RIGHT TO...

1. Be treated as a co-worker, not free help.
2. A suitable and meaningful assignment, with consideration for personal preference, life experience, education, and employment background.
3. Know as much about the worksite as possible (policies, people and procedures).
4. A job description which accurately reflects the tasks and responsibilities of the job with the right to participate in periodically updating the job description, to accommodate changes in tasks and or added responsibilities.
5. Timely training for the job thoughtfully planned and effectively presented.
6. Continued on the job training for greater responsibilities.
7. A safe, orderly, designated place to work that will be conducive to job performance.
8. Patient and thoughtful guidance from an informed and experienced supervisor.
9. Diverse learning experience on the job, which may lead to increased training/ greater job responsibilities.
10. Be considered for permanent employment when vacancies occur at the worksite which correlates with enrollee capabilities and interests.
11. Express, and have heard, his/her own opinion regarding his/her employment plan.
12. Recognition of good work performance.

We look forward to working with you. If you have question or concerns about the SCSEP program please call:

Administrator Lynda Hyberger 1-800-543-5627 **or** 507-292-5188
Goodhue County Mary Eberlein 1-800-584-6759 **or** 651-385-6374
Rice County Julie Olson 1-888-234-5711 **or** 507-333-2049
Wabasha County Ramona Redig 1-800-657-5105 **or** 651-565-2635

By signing and dating below, I acknowledge that this program information has been reviewed:

PARTICIPANT _____ Date _____
COUNSELOR _____ Date _____

Cannon Falls Library
Director's Report
December 5, 2013

Program Attendance:

Adults

Movies	22
Book Club	7
Antique Show	82
Concertina	34

Children

Storytime	83
Lunch Bunch	49

E-Materials

2012 44 users checked out 174 e-materials
2013 61 users checked out 246 e-materials

Staff accomplishments

November at the library exemplified our library's mission state to promote the communication of ideas, the enlightenment of our citizens and the enrichment of our personal lives. Our book club communicated ideas through a lively discussion of "The Aviator's Wife." Concerts and Appraisals enlightened our citizens with music and antiques. Storytimes and Lunch Bunches showed the way to our youngest citizens how reading continually enriches our life journey. Mayor Robby Robinson gathered the community together for a reading of "The Night Before Christmas." The staff through hard work proved once again that public libraries are a major part of the intricate web of what it means to be a community.

Board Business

Recently I was contacted by Mary Eberlein from Work Force Development, Inc about the possibility of employing one of her clients at the Cannon Falls Library. The placement would be funded through Senior Community Service and Employment program. This would be a great opportunity for us to add additional help for staff at no cost to us. Please read through the attached information and we will discuss this opportunity at our board meeting.